

STUDENT HANDBOOK



**CLARKE
COLLEGE**

Newton, Mississippi

1989 - 90

WHO TO SEE

IF YOU QUESTION CONCERNS:

Add/Drop Courses
Admissions
Alumni Affairs
Baseball
Basketball
Bills, Fees, Charges
BSU
Bookstore
Calendar of Events
Chapel Absences
Christian Service and Vocation
Continuing Education
Course Planning
Class Attendance
Counseling
Discipline
Financial Aid
Foreign Student Advisor
Graduation
Housing (Male)
 (Female)
 (Married)
I. D. Cards
Illness
Insurance
Library
Orientation
Probation
Public Relations
Religious Activities
SBA
Security
Student Employment
Student Records
Student Services
Testing (ACT, etc.)
Transcripts
Transportation (Vans)
Withdrawal
Yearbook
Youth Teams

YOU SHOULD CONTACT:

Jerrie Dent
Evelyn Williams
J. B. Costilow
Steve Renfrow
Ricky Lindsey
Sally Hart, Cathy Kelly
J. B. Costilow
Jerrie Dent
Dean's Office
Dean's Office
J. B. Costilow
Juanita West
Faculty Advisor
Instructor/Dean
Dean's Office
Kevin White
Evelyn Williams
James Read
Jerrie Dent
Allen Martin
Juanita West
Sally Hart
Dean's Office
Vera Melton
Sally Hart
Leslie Hughes
James Read

Juanita West
J. B. Costilow
Kevin White
James Read
Evelyn Williams
Jerrie Dent
Kevin White
Evelyn Williams
Jerrie Dent
J. B. Costilow
Jerrie Dent
Peggy Brock
J. B. Costilow

*The
Open Door
to
Higher Education*

CLARKE COLLEGE

1989-90

Students are encouraged to become thoroughly familiar with the Student Handbook. Failure to read this handbook does not excuse the student from the requirements and regulations described herein.

Please make identification on your copy and keep it for reference during the year.

Clarke College, a division of Mississippi College, does not discriminate on the basis of race, creed, sex, handicap or national origin. Federal law expressly recognizes exemptions claimed by religious institutions.

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ACADEMIC POLICIES

ACADEMIC ADVISOR SYSTEM:

The chairperson of each division will serve as the academic counselor to each student majoring in the division. The academic advisor checks the schedule of each student and will sign the student's registration form. The student may not register until the advisor has approved the schedule on the registration form.

TUTORIAL SYSTEM (Andrew Club):

The tutorial system is handled by Phi Theta Kappa. These students (with an overall average of 3.0-4.0) serve as tutors. The tutor works with those students who are having difficulty with a particular class. The professor notifies the Phi Theta Kappa sponsor when, after six weeks of class, a student is seen to be having academic difficulties. The Phi Theta Kappa sponsor and professor select a tutor for the student and the tutor will spend a minimum of two hours per week working with the student who is having the difficulties.

CHANGING COURSES:

After a student's schedule has been approved by the Dean, it may not be changed without his approval. Such changes must be made during the first two weeks of the semester. Approval of the Dean must be secured for dropping a course in which a student has been enrolled. A grade of F will be given on courses discontinued without the Dean's approval. This applies also to students who drop out of school without regularly withdrawing. There will be a \$5.00 fee for any voluntary changes of schedule. The school reserves the right to cancel courses which enroll fewer than ten students.

CHAPEL SERVICES:

Chapel services are conducted each week. The Chapel Committee endeavors to make these programs devotional, inspirational, and cultural. All students are expected to attend chapel, and their presence is checked on each occasion. Students whose chapel absences exceed four (4) during a semester will be placed on warning probation. If this occurs two consecutive semesters, the student will be placed on probation (See Student Discipline section, page 16). For those unable to attend Wednesday chapel services, an alternative plan of meeting chapel requirements is available.

CLASS ATTENDANCE:

Students are expected to attend all classes while at Clarke College. In order to care for minor emergencies a student is allowed during a regular semester, three absences from classes meeting twice a week and one absence from classes meeting one time each week, without any grade penalty. For additional unexcused absences, the student's class grade will be lowered.

Any student whose absences, whether excused or unexcused, exceed 25% of the class meetings (12 absences for MWF; 8 for TTH; 4 for night; 6 in summer school) will receive a grade of F in the course. Any exception to this rule must be authorized by the Dean's Absentee Committee. Any student has the right of appeal to this Committee, but exceptions will be made only when justified by extraordinary circumstances.

Absences incurred while representing the College in official functions, such as athletic events, choir tours, required field trips, and the like will be excused by the Dean and will be treated in the same manner as other excused absences. Such students should not abuse the policy on absences and will in fact be held responsible for the work of the class during their absence, including any classroom work, outside assignments and tests. The responsibility for making up work missed because of absences rests entirely with the student.

Three tardies count as one absence, and tardies will not be excused. In case an instructor should be late or absent without notice, students are expected to wait a reasonable length of time and then sign a roll and submit it to the Academic Dean's office.

A student registering late will be charged for all absences occurring prior to his reporting for class. In case of an appeal because of excess absences, the Absentee Committee will determine whether those absences occurring prior to the student's registration should be treated as excused or unexcused absences.

CORE CURRICULUM:

The core curriculum consists of the following courses which all students must take in order to graduate:

* English 101, 102 and six semester hours of sophomore literature	12 hrs.
* Bible 111,112	6 hrs.
Social Sciences: History 101,102 or 211,212	6 hrs.
Natural Sciences: (One Lab Science) Biology, Chemistry or Physical Science	7 hrs.
Humanities: Economics, Sociology, Psychology, Government, Philosophy, Foreign Language (Choose two)	6 hrs.
Fine Arts: Introduction to Theatre, Music Appreciation, Art Appreciation (Choose one)	3 hrs.
** Math 110 or 101	3 hrs.
*** Physical Activities	<u>2 hrs.</u>
TOTAL	45 hrs.

*These are the only core curriculum courses required of music majors seeking the Associate of Arts Degree. Additional requirements for music majors are set forth in the Music Curriculum.

Foreign Language courses require that one take the second half of the elementary courses to receive credit on the first half.

**An institutional examination is available for those students with a proficiency in math who wish to receive credit for MAT 110, Fundamentals of Math.

***Students must take two different physical education activity courses to meet the core curriculum requirements.

This core curriculum is planned to assure that the Clarke College graduate will have completed the required lower level of courses in the four-year college to which he may go. Therefore, these courses are required for graduation from Clarke. In case a student's planned four-year college program includes other required courses, as many as two of these courses may be substituted within a given field. Not more than six hours may be transferred back and applied toward graduation.

GRADING SYSTEM:

Official reports of academic progress are furnished the student at the mid-point and at the end of the fall semester. They are furnished only at the end of the spring semester.

Class grades are indicated by letters as follows:

- A - Excellent
- B - Good
- C - Average
- D - Passing (but unsatisfactory)
- F - Failure
- I - Incomplete (must be removed within the first six weeks of the next regular semester or the I becomes an F)
- W - Withdrawal (Mid-term is the last day for dropping a course with a grade of W. A grade of F will be assigned for any course dropped after mid-term.)

The application of the grading system is the responsibility of the instructor.

GRADUATION REQUIREMENTS:

Sixty-four (64) semester hours of credit, with at least two quality points for each semester hour, are required for graduation. The completed course must include the core curriculum shown under the CORE CURRICULUM section.

APPLICATION FOR GRADUATION:

Application for graduation must be made not later than the date requested by the Academic Dean's office. A graduation fee must be paid at the time application for graduation is made. All accounts with the College must be satisfactorily settled before the student will be graduated. All students graduating are required to participate in graduation exercises, unless written justification is received, which requests graduation in absentia.

HONOR ROLL:

The honor roll is published after the close of each semester. Students who have made a quality point average of 4.0 are placed on the President's List. Those with an average of 3.30 to 3.99, inclusive, are placed on the Dean's List. In order to be on the honor roll, one must carry a minimum of twelve hours of academic work for the semester.

Graduation honors are as follows: Students who graduate with a quality point average of 3.70, or above, are designated as graduating with Special Honors; those with a quality point average of 3.20 to 3.69, inclusive, are designated as graduating with Honors. These computations are made on the basis of the quality points earned at Clarke College. The quality point average earned elsewhere may not be counted toward graduation honors, but, if lower, will reduce the average earned here. One must complete at least 30 semester hours of academic work at Clarke Colelge to graduate with honors.

POLICY OF RECORDS CONFIDENTIALITY:

In accord with its long established precedent of dealing professionally with students' records, the College assures confidentiality as required by federal law and described in a published statement of procedures. Under these procedures certain directory information about students may be made public without specific permission. Transcript requests must be made in writing with the student's signature and not by telephone or through a parent or friend.

The College may require such information from or about a student or prospective student as enables this institution to enter into an "arms length" contractual relationship with the students in keeping with the standards, policies and regulations of Clarke College.

Under the Family Educational Rights and Privacy act of 1974, college students have the right to inspect and review any and all educational records pertaining to themselves, including records, directly related to the student and maintained by Clarke College or by a party acting for Clarke College, unless such records are exempt by law.

Records of the student will be released only if specifically authorized by law, and otherwise, only upon the written direction and consent of the student.

The following items may be used as "Directory Information" according to the provisions of the Act of Congress and its regulations: Name, sex, college address, telephone numbers, parents' names, home address, date and place of birth, college classification, major field of study, student activities, degrees, awards, religious preference and denomination, previous educational institutions or agencies attended, church membership, height and weight, campus employment, marital status, name of spouse, class standing and schedules, full or part-time status, graduation date, fact of medical injury when essential, dormitory or commuter status, military status, student number, fact and dates of attendance, reason for termination of student status, and athletic statistics.

The College will use its own discretion in the release of any or all of these items of "Directory Information" keeping in mind the best interest of the student at Clarke College. No discriminate use of this information will be allowed. Any individual student may, in writing, refuse to allow the use of this material, by contacting the Office of the Registrar before the end of the second week of a regular semester or the end of the first week of a summer term.

It is official college policy not to release or provide any information when the request for it is likely to lead to commercial solicitation of various kinds.

Any items not listed here will be released only upon written consent of the student, unless expressly allowed by law and federal regulations.

Personnel of the College determined, by the College, to be "College Officials" having a "legitimate educational interest" in the records of the student, beyond those items listed above, may have access to the files.

These persons include the student's teachers, academic advisors, counselors, or any academic or student personnel or general administrative officer or staff member or staff assistant who, at the time, have a legitimate educational interest in the student whose record is to be reviewed. In addition, any regular member of the faculty may consult the student's record when necessary for counseling recommendations, and similarly educational related objectives. Also, an appropriately elected or duly appointed student leader having a legitimate educational interest in the student's record for purposes of evaluating qualifications for student honors or student offices may, in direct consultation with the appropriate faculty or administrative person, have limited access to the files, and only the purpose of confirmation of qualifications of student candidates or applicants for honors, offices or selections.

In no case, however, is information, beyond "Directory Information" status, as defined above, to be used or divulged or communicated beyond the legitimate educational purpose for which it was initially obtained.

This policy shall apply between departments and offices on campus as well as off campus.

To the extent allowed by law and regulations, Clarke College will communicate, in the best interest of the student, with the parents of all tax dependent students. All students shall be required, as a condition for registration, each semester, to respond to the question on the registration form to determine TAX DEPENDENT status or the absence of such status. The College will rely on the student's reply to this inquiry and any errors will be the responsibility of the student.

If a tax dependent student is receiving financial assistance from someone other than his or her parents (corporations, banks, trust funds, aunts, uncles, or grandparents, for example), or his/her parents even if not a "tax dependent," and they request or require copies of grades and other evaluations, and the student finds it necessary to supply this information to continue to enjoy the financial assistance, it will be necessary for the student to execute the appropriate forms for the release of this material in the appropriate offices of the college. Only in this way can or will such information be released to those giving financial assistance, as required by the Act of the Federal Congress.

Under the Final Regulations of the Act, the term "records" accessible to the student DOES NOT include personal notes of the professor or administrator; records of Campus Safety, employment records of any employee, medical records even though these may be reviewed by a physician of the student's selection; and records established and maintained on the activities and achievements of any former student of the College.

ACADEMIC PROBATION AND SUSPENSION:

The Academic Probation/Suspension list is compiled at the close of each semester. Students are placed on the list on the basis of their quality point average. The quality point average is determined by dividing the cumulative total of quality points earned by the cumulative total of semester hours attempted. Students who have a quality point average of 2.00 or higher are in good standing. Those with an average of 1.99 or below are not in good standing and are subject to the following policy:

1. Semester Grade Alert - Cumulative average above 2.00; grades this semester are below 2.00. This is on your grade report to alert you and your faculty advisor. It does not appear on your permanent record.
2. A freshman student with a quality point average of 1.50 - 1.99 and a sophomore student with a QPA of 1.75-1.99 is placed on supervised academic warning.
3. A freshman student with a QPA of 0.00-1.49 or a sophomore student with a QPA of 0.00-1.74 is placed on supervised academic probation.
4. Any student who is on probation for two consecutive semesters without an indication of acceptable academic progress will be placed on academic suspension. The student will not be able to enroll for the next regular semester. A student will be considered to be making acceptable academic progress if the student has earned a 2.0 grade point average on the last twelve hours attempted.

5. Any student who has not brought up his/her grade point average to at least 1.75 after one semester on supervised academic probation cannot represent the college in any activity, including athletic events and choir programs or hold office in college organizations.
6. A student on probation may be required to repeat work or enroll in developmental courses in areas of deficiency.
7. When a student repeats a course in which he or she has made a grade of D or F, the last grade earned is computed for meeting graduation requirements, whether the last grade is higher or lower than the first one.
8. Transfer students will be placed in the category which they would have attained had they been enrolled in residence at Clarke College.

QUALITY POINTS:

The relative standing of a student in his class is determined by the computation of quality points in the following manner: a grade of A carries four quality points for each semester hour; a grade of B carries three quality points for each semester hour; a grade of C carries two quality points for each semester hour; a grade of D carries one quality point for each semester hour; and a grade of F carries no quality point. In computing a quality point average, the number of quality points earned is divided by the number of semester hours attempted.

FINANCIAL AID

By utilizing various programs, Clarke College attempts to make available such financial assistance as may be required by any qualified student who desires to attend the College.

Clarke College participates in the College Scholarship Service (CSS) of the College Entrance Examination Board (CEEB), a service that assists schools and agencies throughout the nation in determining a student's financial need. The Financial aid Form (FAF), furnished by CSS, collects all information necessary for performing need analysis according to the Uniform Methodology and for determining eligibility for the Pell Grant. The FAF filer can have the College Scholarship Service send this information to the Primary Pell Processor by checking item 43 and avoid having to complete a separate Pell application.

The amount of financial aid awarded a student at Clarke College is based on financial need. Financial need is the difference between the amount of money the student and family can reasonably be expected to contribute for an academic year, and the cost of education at Clarke for the same period.

Some financial assistance is made available to students on the basis of merit or other criteria as established by the particular scholarship or grant-in-aid. These will be awarded on a first-come, first-serve basis until the appropriated funds are depleted.

All financial aid recipients must maintain satisfactory academic progress as defined herein to obtain and receive any monies from the federal financial programs or Clarke College scholarships and grants-in-aid.

FINANCIAL AID APPLICATION PROCEDURE

1. For federal financial aid, students must file the Financial Aid Form (FAF). The FAF is the basic application form required for consideration of the Pell Grant, Perkin's Loan (formerly NDSL), supplemental Educational Opportunity Grant (SEOG), State Student Incentive Grant (SSIG), and Mississippi Post-Secondary Education Financial Assistance Loan. (Additional forms and information may be requested for a program before the aid is awarded.)
2. Secure a Financial Aid Form (FAF) either from the Financial Aid Office at Clarke College or a high school counselor. Forward completed FAF together with your check for _____ for the College Scholarship Service, CN6338, Princeton, NJ 08541.
3. April 1 is the priority date to receive full consideration of all federal financial aid programs. Applications for financial assistance received by the Director of Financial Aid before April 1, will receive preference and applicants will be notified by mail of the status of their applications as soon as federal funds are available and the applications are processed.
4. In order to receive any type of financial aid (grants, institutional work study, college scholarships, grants-in-aid, loans), both the FAF and Clarke College Application for Financial Aid must be completed. The forms may be requested from the Financial Aid Office at Clarke College.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Clarke College is required by federal law to define and enforce standards for Satisfactory Academic Progress. Students receiving financial aid must conform to Clarke's definition of Satisfactory Academic Progress. The guidelines are established to encourage students to successfully complete courses for which aid is received. Students who are not successfully completing courses as outlined before are not considered to be making satisfactory progress; therefore, they are not eligible for financial aid.

Satisfactory Progress Required to Receive Financial Aid - Students on academic probation will be eligible to receive financial assistance for the first semester on academic probation, and they will be eligible to receive financial assistance for the second semester provided **substantial** academic progress was made during the first semester. Students will be ineligible to receive financial assistance during the first full semester in school following academic suspension.

Withdrawals and incompletes appearing on transcripts will be treated as failures in determining satisfactory progress. Aid is not awarded to students enrolling in courses for audit credit only.

Exceptions will be made in cases of undue hardship. To appeal financial aid termination, a student must be able to demonstrate mitigating circumstances.

1. The student will indicate in writing to the Director of Financial Aid the reasons why he/she did not make satisfactory progress and why financial aid should not be terminated. Documentation to support the appeal is permitted.
2. The Director of Financial Aid will review the appeal to determine whether or not termination of aid is justified. The student will be advised of the decision in writing.
3. A student wishing to appeal the decision of the Director of Financial Aid Aid may do so in writing to the Student Financial Aid Committee, c/o the Financial Aid Office. Additional appeals may be made to the Academic Affairs Committee if deemed necessary by the student.

Should a student have his/her financial aid eligibility terminated due to failure to meet the satisfactory progress definition, termination will continue until the student enrolls for a subsequent academic term at his/her own expense and complete the term satisfying the satisfactory progress definition. Once the satisfactory progress definition is met, eligibility is reinstated for the subsequent academic term. In addition, financial aid eligibility will immediately be reinstated for all appeals upheld.

SANDERS LIBRARY

The library supports the total educational program of the college through its resources, facilities and services to faculty, staff and students. The library is a place of study. Anyone using the library is expected to exhibit a standard of behavior appropriate for study.

USE OF THE LIBRARY:

While the use of the library collection is extended to the local community, Circulation of library materials is restricted to faculty, staff and currently enrolled students of the College. However, ministers in the community may borrow materials with permissions of the librarian. High school students may use the library until 6:00 p.m., but they may not check out materials.

CIRCULATION POLICY:

Library materials are generally loaned for two weeks. Materials may be renewed for two additional weeks (if there are no requests by other borrowers for them). Materials cannot be renewed by telephone. Periodicals, reference books, and Special Collection books (Rare Books, etc.) do not circulate.

FINES:

The charge for overdue books is ten cents per day per book. An additional fifty cents surcharge is imposed for fines not paid at the time a book is returned. The fine on reserve books is twenty-five cents per HOUR per book.

LOST MATERIALS:

All borrowers are responsible for lost materials charged to them. Replacement cost must be paid prior to final exams for the semester in which the loss occurs.

MUTILATION OF LIBRARY MATERIALS:

Books and other materials are the private property of Clarke College. Mutilation of these materials is a serious offense, subject to severe disciplinary action and punishable by law.

SENATE BILL NO. 2442:

AN ACT CREATING OFFENSES RELATING TO LIBRARIES. ARCHIVES AND OTHER DEPOSITORY: TO ESTABLISH PENALTIES, AND FOR RELATED PURPOSES.

IT BE ENACTED BY THE LEGISLATURE OF THE STATE OF MISSISSIPPI:

Section 1. This act shall be known and may be cited as the "Mississippi Library Materials Security act.

Section 2. (1) It shall be unlawful for any person to remove library materials, without authorization, from the premises wherein such materials are maintained or to retain possession of library materials without authorization. (2) It shall be unlawful for any person to willfully mutilate library materials.

Section 3. As used in this act the term:

- (a) "Without authorization" means contrary to rules which set forth policies governing access to library materials and include eligibility for library patronage and lending procedures.
- (b) "Library materials" means books, manuscripts, letters, newspapers, court records, films, microfilms, tape recordings, phonograph records, lithographs, prints, photographs or any other written or printed document, graphic material of any nature and other personal property in the custody of or entrusted to a public or private library, museum, archives or other depository.
- (c) "Mutilate" means, in addition to its commonly accepted definition, the willful removal or separation of constituent parts of an item of library materials causing library materials to be exposed to damage; or duplication without authorization.

- Section 4. The provisions of this act shall apply to all libraries, museums, archives and other depositories operated by an agency, board, commission, department, or officer of the State of Mississippi, by private persons, societies or organizations, or by agencies or officers of municipalities, counties, school and junior college districts or of any other political subdivisions of the State of Mississippi.
- Section 5. Any person who violates the provisions of Section 2 of this act is guilty of a misdemeanor and shall be punished by a fine not to exceed five hundred dollars (\$500.00) or by imprisonment in the county jail not to exceed six (6) months.
- Section 6. The provisions of this act are supplemental to other criminal statutes. An acquittal or conviction obtained under this act shall not be a bar to civil proceedings or actions arising from the same incident.
- Section 7. Any person employed by a library or any person charged with the supervision thereof with reason to believe that any person has committed or has attempted to commit any offense defined in Section 2 of this act, or if any person is believed to have concealed upon this person or within his belongings any library material, such person may be detained and questioned in a reasonable manner for the purpose of ascertaining whether or not such offense has been committed. Such detention and questioning shall not render such employee civilly liable for slander, false arrest, false imprisonment, malicious prosecution, unlawful detention or otherwise in any case where such library employee acts in good faith and in a reasonable manner.
- Section 8. This act shall take effect and be in force from and after July 1, 1978.

PHOTOCOPYING:

A copy machine is available in the library. Users must check out the key to operate it at the circulation desk. Copies cost ten cents per sheet.

CLEARANCE OF LIBRARY RECORDS:

All records for lost and/or overdue books must be cleared with the library at least five days before final examinations. This is a DEADLINE, not a suggested date. Failure to clear records in the library by this date will result in ineligibility for registration, grade and transcript release. Anyone who clears after this deadline must get a clearance receipt from the library to present to class instructor, the Dean, and the Business Office.

TRANSCRIPTS:

Transcripts of credits will be furnished by the Registrar on written request of the student of record. For each transcript, there will be a charge of \$2.00. No transcript will be furnished until all accounts have been satisfactorily settled.

ADMISSIONS AND RE-ADMISSION POLICIES:

Requirements for admission to Clarke College are listed in detail in the College Catalog. All students are expected to complete admissions requirements well before the beginning of the semester. If this is impossible, then requirements must be completed within 30 days of registration. Failure to do so may cause the student to be suspended from Clarke.

Students who have attended Clarke, but have not been in attendance for one or more terms must complete an application for readmission.

No student can be considered for financial aid until he or she has completed requirements for admission and has been accepted by the Admissions Committee.

All freshmen and transfer students are required to take the American College Test (ACT) and other examinations deemed necessary by the guidance staff.

However, if students are transferring more than twelve hours the ACT is not required. Students who finished high school more than 5 years prior to applying for admission to Clarke are not required to take the ACT. The scores earned on these tests are made available for use in guiding the student into satisfactory college work and an enjoyable type of life on the campus. Tests for vocational guidance will be available for those who desire them.

FOOD SERVICES:

The College cafeteria is operated by Mississippi Valley Food Service. Each dormitory student is issued an identification card authenticated for the cafeteria. This card entitles the student to meals in the cafeteria for school days listed in the College Catalog. Cafeteria privileges end, however, when a student completes his final exams, withdraws, or is dismissed from the College. If a student is requested by the College to remain on campus after completing finals, cafeteria privileges are automatically extended. Serving hours are posted in the cafeteria. Dishes, silverware, or glassware must not be carried out of the cafeteria without permission of the cafeteria manager. The cafeteria manager will assist any student with dietary problems.

GRADUATION FEES:

Graduation fees for Clarke and M.C. students must be paid in the Clarke Business Office by the published deadline.

TUITION, FEES, REFUNDS, WITHDRAWALS:

See Catalog.

MUSIC AND DRAMA:

1. CHOIR - This is a select group whose singers are chosen by audition, but limited to a balanced voicing. This group represents the College on an annual tour, television appearances, festivals, conventions, and other programs. One semester hour is given for participation.
2. SINGERS - The Clarke College Singers are a small, select ensemble chosen by audition. They sing both sacred and popular music and represent the College in a variety of settings.
3. DRAMA - Students interested in the field of drama, who wish to acquire knowledge and skill of the basic fundamentals of drama production may participate in classes and dramatic programs.

PUBLICATIONS:

A student staff under the direction of Ms. Peggy Brock is responsible for the contents and promoting of Traces, the annual pictorial record of the school year. Other items of interest are presented in The Voice, a bulletin published quarterly by the Director of Public Relations, and made available to students, alumni, staff, faculty and friends of the College. Around the Circle is a weekly campus news publication which is distributed each week.

RELIGIOUS LIFE:

The BAPTIST STUDENT UNION is the Christian witness of Southern Baptist work in institutions of higher learning in response to our Lord's command to make the gospel known to all men. The BSU is a fellowship of college students seeking to find and implement God's purposes for them and their world. It is a program that provides opportunity for an inward journey of spiritual growth and an outward journey of service to others. The BSU is an organization recognized on more than 1,100 campuses in the United States and in several foreign countries.

BSU invites you to participate in its activities. BSU invites you to a membership based on participation in the organization. BSU invites you to participate fully in a church in the college community or to remain active in your home church if you commute.

The Baptist Student Union proposes to lead students to commitment to Jesus Christ as Saviour and Lord and to train students in effectively sharing their faith. The BSU involves students in responsible church membership and participation in the life of the denomination. It provides activities on campus for worship, Bible study, discussion, social life, witness, and ministry. It leads students to give themselves in service in the community and throughout the world and to be stewards of all they are and love.

Through BSU you can be involved in:

Bible studies and discipleship
Evangelism and witness training
Christian fellowship
Worship services on campus
Retreats, forums, conferences, and recreation
Study and growth groups
Helping churches reach students
Community service projects
Annual, state and national students conferences
Ministry to international students and others on campus
Student missions projects in the United States and around the world
Ethnic ministries
Strengthening ministries on other campuses

The BSU operates through a BSU Council composed of three to twenty student officers elected annually. The BSU operates through a Director of Student Ministries, either salaried or volunteer. It operates through the Baptist Student Center on over 250 campuses, a special building for BSU activities. BSU operates through a program of student ministries in each state or convention. The BSU operates through the National Student Ministries office in Nashville, TN, which publishes: (1) The Student, a monthly magazine for college students, and (2) Student Ministry Materials, including helps for beginning and growing in faith, for ministering, and for equipping persons for service to Christ.

The results of BSU testimonies: "We do love you and Clarke and thank you for touching our lives with deep impressions of serving the Saviour, Jesus Christ."

CAMPUS ORGANIZATIONS:

Ministerial Association - The Clarke College Ministerial Association is made up of all licensed and/or ordained ministers. Their programs consist of business meetings, preaching and teaching services, including Bible study and denominational emphasis. They meet under the leadership of a president who they elect. The Ministerial Association has a sponsor to guide and work with them on various projects.

Baptist Young Women - The BYW is a vital part of the religious life on campus. Its membership is made up of the young women who reside in the dormitory. The programs come from materials printed by the Women's Missionary Union of the Southern Baptist Convention. Meetings are held twice a month with special meetings called at various times. The BYW is the leading missions emphasis organization on campus. It gives great support to the Lottie Moon Christmas Offering.

Youth Teams - Clarke Youth Teams are made up of students who can lead week revivals, weekend revivals, and retreats, including fellowship after the worship services. These teams are available by invitation from September until May each school year. They also plan and lead associational youth night special services and Sunday services during youth week emphasis in the church. A team may be made up of two, three, four or more, if there is a request.

Student Wives Association - This organization's purpose is to discover and meet those needs that are unique to students and wives of students through monthly fellowship meetings.

Fellowship of Christian Athletes - The FCA promotes Christian character and attitudes. Its membership consists of athletes and those dedicated to promoting Christian principles in athletics.

Phi Theta Kappa - PTK is a national honor fraternity for American Junior College students. Membership is based on academic excellence, outstanding leadership, and service to the community and college. It is required that no one can hold office in more than one organization on campus. This includes the above campus organizations, BSU, and SBA.

CHAPEL SERVICES:

Chapel services are conducted on Wednesday of each week. The Chapel Committee endeavors to make these programs devotional, inspirational and cultural. All students are expected to attend chapel, and their presence is checked at each occasion.

CHURCH ATTENDANCE:

Students are encouraged to attend Sunday School and church services on Sunday. All students are urged to affiliate with the local church of their choice.

ATHLETIC PROGRAM:

Varsity sports are a vital part of student life. Clarke College is a member of the National Junior College Athletic Association and participates in intercollegiate men and women's basketball and also men's baseball. Participants in varsity sports receive one credit hour per semester, provided they register for physical education classes.

AUTOMOBILES:

The College considers the possession and operation of automobiles and other motor vehicles on the campus to be a privilege, subject to regulation. Therefore, all vehicles operating on campus must be registered. There is a \$1.00 annual charge for automobile registration. Observation of all campus traffic regulations is supervised. In case of serious violations, or continued insubordination to counsel by the administrative staff, the student may be referred to the appropriate disciplinary committee.

COLLEGE REPRESENTATION:

Academic or disciplinary probation prohibits the student from representing the College in any intercollegiate contest, from performing in any college-sponsored public activity, or holding office on any student publication or in any student organization.

STUDENT DISCIPLINE:

Clarke College is a Christian institution which subscribes to high standards of personal and social conduct. Consequently, it differs from some other institutions of higher education in that it strives to provide an environment in which the Christian lifestyle is dominant. Every person who enrolls is expected to possess the basic qualities of honor and integrity. Each student is held responsible for the standards pertaining to student life found in the college catalog, the student handbook and other printed materials.

The following offenses are not in keeping with the ideals that Clarke College represents: engaging in unseemly displays of public affection, gambling, stealing, ignoring one's financial obligations, immodest attire, abusive or vulgar language, lewd behavior, disorderly conduct, entering the locked room of students or college personnel, violation of dormitory rules, plagiarism, falsification of records, destruction or defacing of College property, failure to obey College officials, possession of firearms, explosives or fireworks, improper operation of motor vehicles, tampering with utility systems, fighting, possession or consumption of alcoholic beverages, possession or consumption of illegal drugs, abuse of prescription drugs, fornication, adultery, homosexuality, and use of tobacco products on campus.

The following activities are some of those considered to be major infractions at Clarke College and may result in the imposition of disciplinary suspension or disciplinary dismissal:

1. Cheating on academic work, to include the copying of information off someone test paper or plagiarizing.
2. Fighting when it involves the possibility of bodily harm resulting from the altercation.
3. The possession or use of alcoholic beverages on the campus or coming on the Clarke campus after consuming alcoholic beverages. This judgment can only be made by a college official or a law enforcement officer.
4. The possession of use of non-prescription drugs on the campus or coming on the Clarke campus under the influence of illegal drugs. This judgment can only be made by a college official or a law enforcement officer. This prohibition includes the misuse of prescription drugs.
5. Involvement in adultery, fornication or homosexual activities.

6. Having firearms, ammunition or explosives in one's possession on campus. Firearms or archery hunting equipment can be stored in the men's residence hall director's office.
7. Women in the rooms of male dormitory students unless under the supervision of the dormitory director. This also applies to males in women's dormitory rooms.
8. Dormitory students spending the night in campus student housing is prohibited unless prior written approval of the Dean is given.
9. Any activity that results in the reckless endangerment of human life, particularly in the operation of a motor vehicle.
10. Any activity that results in distraction from an environment conducive to learning or that would result in undermining the good name of the college.

While the foregoing statements may appear entirely negative to some, the intent is to promote positive Christian values. It is this value system that Clarke College rests upon and strives to embody.

The penalties that can be imposed include:

- (a) Warning--is a reprimand from a school official. This means further infractions of rules may result in further disciplinary action.
- (b) Warning Probation--is an official reprimand from the Dean based on the recommendation of a committee or board. This means further infractions of college regulations will result in probation or suspension.
- (c) Disciplinary Probation--is an official action from the Dean based on the recommendation of a committee or board. A student put on disciplinary probation will lose the right to represent the College, will lose any scholarship they receive for representing the College, and might also lose the right to operate a vehicle on campus or live in a dormitory. Discipline probation will be enforced for a specific period of time.
- (d) Disciplinary Suspension--is an official action from the Dean based on the recommendation of a committee or Board. It prevents the student from attending the College for a specific period of time. A student must reapply for admission once that period of time has ended.
- (e) Disciplinary Dismissal--is an official action from the Dean based on the recommendation of a committee or board. It means that the student is forever denied the privilege of attending Clarke College.

Disciplinary matters will be handled by the following bodies on campus:

- (a) Men's Dormitory Council and Women's Dormitory Council are composed of the Dormitory Directors, all their Resident Assistants and Hall Representatives. Its jurisdiction is over violations of dormitory regulations. Notes will be kept of its actions.

- (b) Men and Women's Affairs Board is composed of the Dormitory Directors, one male dormitory student (chosen by male dorm director), one female dormitory student (chosen by female dorm director), and one male or female married student from on-campus housing (chosen by the Dean). Its jurisdiction is to hear procedural appeals from the Men's Dormitory Council and Women's Dormitory Council. Notes will be kept of its actions. All appeals must be made within forty-eight (48) hours.
- (c) Student Conduct Review Board is composed of two faculty members, the Dormitory Directors and a representative from both dormitories (chosen by the residents in the dormitory from returning Clarke students). One of the faculty members (chosen by the Dean) will preside over the Board's meetings. Its jurisdiction will be over infractions of college regulations. Notes will be kept of its actions.
- (d) Dean will hear appeals from the Student Conduct Review Board and the Men and Women's Affairs Board. All appeals should be submitted in writing no more than forty-eight (48) hours after the Men and Women's Affairs Board or Student Conduct Review Board has made its ruling. Decisions will be made on the basis of the Letter of Appeal, notes on proceedings and interviews with the student accused and members of the committee. The decision will be made in writing, with a copy going to the student and to the Board from which the appeal was made.
- (e) President--Appeals from the Dean's decision can be made to the President of Mississippi College. All appeals should be submitted in writing no more than forty-eight (48) hours after the Dean's decision has been made. This is the ultimate appeal; and so the President's decision is final. The decision will be made in writing with a copy going to the student and to the Dean at Clarke College.

DRESS CODE:

Clarke College is a Christian college where students' actions and appearance are expected to reflect the College's commitment to Christ and His teaching. Clarke College students are forbidden from wearing the following attire while on the Clarke campus or in the locations specified:

- Caps or hats in chapel (men or women)
- Cleats in the buildings (men or women)
- Clothing with holes above the knees or below the armpits (men or women)
- Halter tops (women)
- Short shorts (above the fingertips when the arm is extended fully downward at the side of the body) (men or women)
- Sleepwear outside the dormitory or in the dormitory lobby during visiting hours (men or women)
- Tank tops (men)
- Underwear worn as outerwear (men or women)

Failure to follow these prohibitions will result in disciplinary action.

GUIDANCE SERVICES:

The College provides a variety of services to assist students with problems they encounter. This program facilitates and supplements the academic work of the College, fosters the student's adjustment and development in all phases of their life outside the classroom and contributes to an understanding of their role as citizens in the campus community. Psychological counseling services are available to students by making appointments through the Dean's office.

HEALTH SERVICES:

Clarke College provides the services of a registered nurse who serves both resident and day students. A schedule of regular hours is posted each year. In case of emergency, the nurse is available by telephone at other hours. She assists the students in making contact with the local health services and medical doctors. Special prescriptions, hospitalization, services of a doctor are the personal expense of the student.

COMPUTER INFORMATION :

There is a \$5.00 lab fee (per semester) which is required of those taking computer science courses. Also, any other student who wishes to use the computers may do so by paying the \$5.00 lab fee.

HOUSING:

Single students under 21 year of age, not living with parents or guardians, are required to live in the college residence halls and take their meals in the college cafeteria. The residence halls are for unmarried students only. Applications for room reservations may be made and the deposit paid at the time of application for admission. Students living in residence halls are expected to abide by the rules and regulations specified in the Student Handbook, dormitory manuals, and College Catalog.

Residents are required to observe official dormitory opening and closing dates and times. Students completing final examinations prior to the official closing of dormitories are expected to vacate their rooms upon the conclusion of their last exam. The College reserves the right to require any student to move from the residence hall at any time for unsatisfactory academic performance or disciplinary reasons.

Married students may find housing in unfurnished apartments belonging to the College. Regulations governing occupancy of these units are to be strictly observed. Reservations are to be made through the Business Office.

INTRAMURALS:

Intramural activities and sports are considered an important part of the daily life of students at Clarke. All students and faculty are encouraged to participate in as many intramural activities as possible. Seasonal activities include flag football, basketball, volleyball, softball, tennis, badminton, and others. Sign up sheets and rules are posted in the appropriate buildings on campus.

MAIL SERVICE:

The College maintains student mailboxes in each Residence Hall for the students' convenience. Two dormitory students are assigned to each box. A key deposit of \$1.00 per student is required. Married students living in houses or apartments have their mail delivered to their home by the city mail carrier.

ORIENTATION

A systematic effort is made by the College administration to help the newly admitted student become well oriented to college. In a scheduled session there will be discussions of the history, ideals, aims and methods of the College, study habits, class scheduling and advising, the use of the library and other facilities to help the student become well acquainted quickly and approach college work confidently.

STUDENT BODY ASSOCIATION:

A student government association cooperating with the faculty and administration to establish a closer union, to encourage more student participation in school activities, to develop and encourage student leadership, and to provide a student forum concerning student life at Clarke College.

STUDENT BODY CONSTITUTION:

The Student Body Association, composed of all students annually elects a student body president and other SBA Council Members to promote student welfare, to support the policies and objectives of the College, and to train students in the principles of democratic procedures.

Article I - General Organization

The name of this organization shall be the Student Body Association of Clarke College. The SBA Council shall consist of the President, Vice President, Secretary/Treasurer and representatives elected from the classes.

Article II - Purpose

The purpose of the organization shall be:

1. To promote a continuous exchange of ideas and opinions between the students, faculty, and administration.
2. To emphasize the responsibilities and the individual rights of students as citizens of a democratic society.
3. To cooperate with the administration in promoting the regulations and policies of the school.
4. To promote school spirit and pride in Clarke College.

Article III - Membership

Section I. All enrolled students of Clarke College and MC at Clarke students shall be members of the SBA and shall have free power of voting.

Section II. The membership of the SBA Council shall be composed of the following:

- (a) SBA Sponsor
- (b) SBA President
- (c) SBA Vice-president
- (d) SBA Secretary-Treasurer
- (e) 1 Freshman Representative
- (f) 1 Sophomore Representative
- (g) 1 MC Representative (Junior or Senior)
- (h) 1 Married Representative

Article IV - Meetings

Regular meetings of the SBA Council shall be held weekly. Special meetings may be called by the President or by request of the council.

Article V - Amendments

The Constitution and By-Laws may be amended by a two-thirds vote of the Student Association of those present and voting, provided a quorum is present and provided the proposed changes have been submitted to the entire Student Association by public announcement at least one week prior to the time the amendment is voted upon. The amendment must also be approved by the Chief Executive Officer of Clarke College.

STUDENT BODY ASSOCIATION BY-LAWS

Article I - Officers and Committees

Section I - Duties and Officers

- (1) The President shall preside over all meetings of the Association and the Council. He shall appoint necessary committees and shall be a member of the Student Personnel Committee. He is an ex-officio member of all committees of the SBA Council.
- (2) The Vice President shall preside in the absence of the President and serve as Chairman of the Social Committee. If the position of President becomes vacant, the current first Vice President shall be elevated to that office and a new Vice President elected. The Vice President shall serve as parliamentarian at all meetings.
- (3) The Secretary shall serve as Chairman of the Election Committee, keep a record of all SBA Council meetings, and make an accurate report at any given time.
- (4) The Treasurer shall keep accurate records of all finances, make accurate reports at any time, and, when authorized by the Council, shall disburse funds. He is an ex-officio member of all committees of the SBA Council.

Section II - Duties of Committees

- (1) Decorations Committee - The Decorations Committee, composed of a student selected as Chairman and several other members selected by the Chairman, shall be responsible for decorating at banquets and parties given by the SBA, within a budget set by the SBA.
- (2) Elections Committee - The SBA Secretary will be Chairman of Elections Committee and composed of two students, the faculty advisor, and the Dean, shall announce campus-wide elections, receive all nominations, check eligibility of all proposed nominees, have ballots printed, provide voting facilities, count the votes, make known the results, and enforce the election regulations.

- (3) Food Committee - The SBA Treasurer shall be Chairman of the Food Committee which is composed of two students from the men's dormitory and two students from the women's dormitory; they shall be responsible for keeping open communication between the students and the cafeteria manager. Meetings shall be held bi-monthly and a report sent to the Dean.
- (4) Publicity Committee - The SBA Vice President shall serve as Chairman of the Publicity Committee which is composed of several members chosen by the Chairman and is responsible for making known any activities of the SBA on and off campus.
- (5) Social Committee - The Social Committee, composed of the SBA Vice President as Chairman and several members chosen by the Chairman, shall be responsible for any social functions sponsored by the SBA. The Chairman will work closely with the Decorations Committee Chairman.
- (6) Other committees shall be appointed as necessary.

Section III - Eligibility

To be eligible for membership on the Council, students must have at least a "C" average and must have no serious disciplinary action on record or pending.

Article II - Election of Officers and Representatives

Section I - Election of officers of the SBA shall be under the supervision of the SBA Council and the Elections Committee. The Council and Election Committee shall prescribe the time and manner of election of officers of the Association.

Section II - The representative to serve on the SBA Council shall be elected annually by their respective groups the third week of the fall semester.

Section III - The SBA Council shall elect annually a member of the faculty to serve as faculty advisor.

Section IV - The Elections Committee will be responsible for formulating the election rules and policies.

Article III - Quorum

A quorum of the Student Body Association shall consist of sixty (60) percent of its membership. A quorum of the SBA Council shall consist of sixty-six (66) percent of its membership.

Article IV - Attendance

The members of the SBA Council are expected to attend each meeting. If a member is absent a total of three times in a school year, he is automatically on probation. If a member is absent from five meetings, he will be suspended from the Council. New members will be elected to their position.

SBA ELECTION RULES:

1. To run for any office of the Student Body Association, the candidate must submit a petition with the signatures of twenty-five (25) Clarke College students. The petition must be turned in to the Student Body Association faculty sponsor by the stated deadline.
2. A speech must be given by each candidate during the scheduled chapel service.
 - A. Candidates for president have a maximum of ten minutes speaking time.
 - B. Vice President, secretary, and Treasurer candidates have a maximum of five minutes speaking time.
 - C. The time period allowed each candidate may be filled entirely by the candidate or he may share the time with a campaign manager.
 - D. The speeches are to be informative. The candidate should speak about his/her plans to fill the obligation of his/her elected office.
 - E. The order of speeches will be determined by drawing.
3. Campaign literature (posters, signs, etc.) will be allowed.
 - A. The posters are allowed on bulletin boards and doors only.
 - B. No poster is to remain up after the election. Candidates are responsible for removing all campaign literature (posters, signs, etc.). Run-off candidates will be allowed to leave their posters up through the run-off election.
4. The cafeteria is the polling place for SBA elections. Polling will take place during the noon meal time.
5. There will be no campaigning within the cafeteria or at the entrance to the cafeteria.
6. Ballots for SBA elections will be typed alphabetically.
7. Newly elected officers will take office the day following graduation.
8. If no one runs or qualifies for office in the regular election, the SBA sponsor and officers may appoint someone to fill an office.

STUDENT ORGANIZATIONS:

For the enrichment of student life and for training in wholesome social activities, various organizations and clubs are maintained on the campus.

Secret fraternities and sororities are not permitted. The following policies govern student organizations on Clarke College campus:

1. Every student is encouraged to join one, but not more than two, of the interest organizations and be faithful to those which he selects.
2. Each student club or society must have a faculty sponsor who serves as an advisor in the activities of the organization.
3. The financial affairs of the student organizations are under the direction of the Business Office and reports must be made to the Business Office once each semester for audit.
4. New student clubs may not be formed without permission from the President.

HALL OF FAME

Hall of Fame inductees will be selected as follows:

The Academic Council will nominate 5 Seniors and 5 Sophomores each year. The entire faculty will then elect ~~two~~ of those nominated from each of these classes to be named to the Hall of Fame.

Nomination and election is to be based on teh following qualifications:

- (1) Student must have 3.0 accumulative GPA or better
- (2) Student to be chosen on basis of involvement in on-campus activities and organizations.
- (3) Student should exhibit qualities of leadership

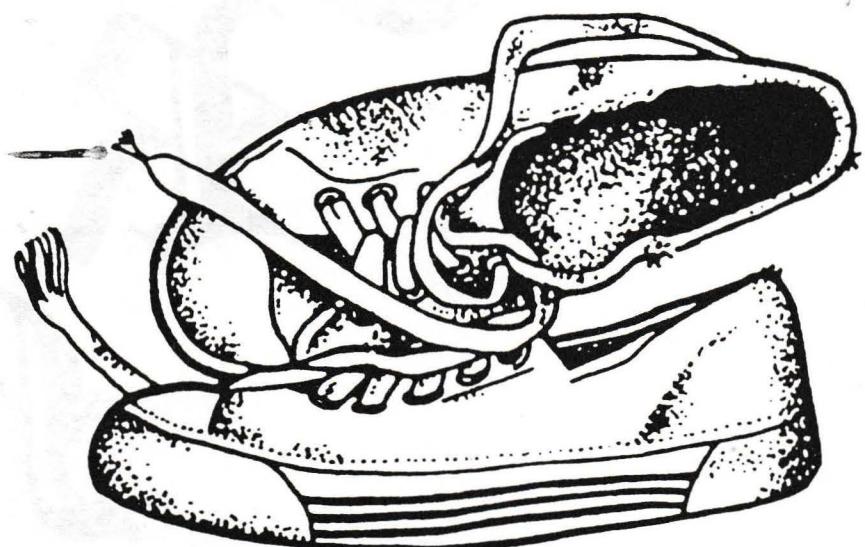
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ALGER'S



BROTHERS...
FOR A YEAR

The policies of the men's dorm are designed to make living together as pleasant as possible. Any time there are fifty people living in one building, there will be differences in personalities and in temperaments. If we follow the following guidelines, there is less potential for disagreement. The following listings are not in any particular order, nor do they preclude any other written rule of the college.

1. Quiet hours are from 10:00 P.M. until 8:00 A.M.
2. All non-dorm residents must be out of the dorm during quiet hours.
3. All overnight guests must be reported to the dorm director and a \$5.00 fee paid. The fee may be waived by the dorm director.
4. No women are allowed in the dorm except in the foyer and lobby, and are allowed only in front of the dorm outside.
5. There will be room checks every Thursday afternoon by R.A. and any other time by Dorm Director.
6. No tobacco of any type is allowed, except in your own room.
7. No guns, live ammunition, or archery equipment are allowed in the dorm rooms or vehicles.
8. Radio and stereos must be kept at a volume as not to disturb your neighbors.
9. Lights, radio/stereos, and A/C's should be turned off when you leave your rooms.
10. Microwaves, hot plates, broiler ovens are prohibited in the dorm.
11. Vulgar language is not allowed.
12. Pranks which cause damage to property or persons are not allowed.
13. Any damage incurred to your room is your financial responsibility if responsible parties are not found.
14. The unauthorized moving of school furnishings is prohibited.
15. Room assignments may be changed only through the dorm director.
16. Fireworks of any type are prohibited.
17. "Horse play" should be limited to the outdoors. Injuries are likely to occur inside.
18. Posters or decals bearing alcohol logos are not allowed.
19. Wall hangings should be in good taste and attached with tape only.

20. Food should be stored in resealable containers.
21. Tampering with utilities and safety devices is a serious violation of school policy.
22. Any signs, posters, or ads must be cleared by the dorm director before posting them in the dorm.
23. Before painting a room, the color must be approved by the dorm director.
24. Any fish or game should be cleaned away from the dorm and remnants properly disposed of.
25. The personal property of all residents should be respected and not tampered with.
26. Clothing (a shirt, pants or shorts, and shoes) should be worn when outside of your rooms, especially when downstairs in the lobby or foyer areas.
27. Any activity which interferes with an environment which is conducive to study and rest is discouraged.
28. Alcohol or alcohol containers are not permitted on school property.

These guidelines may seem to be very restrictive and negative. Regretably, that is the nature of rules. The attempt in making a listing such as this is to make everyone's experiences at Clarke productive and positive. The one guideline which could and should always guide your actions is to treat others as you would like to be treated.

The procedure followed for minor violations of dorm rules is as follows:

1. Written reprimands are given by an R.A. stating the violation.
2. Upon receiving a fourth reprimand, you will go before the dorm council.
3. The council will hear from you and welcome your rebuttals to the reprimands.
4. If you cannot refute the reprimands, then disciplinary action, as prescribed in the student handbook will be recommended to the appropriate body or official. Under some circumstances, you may lose a right or privilege afforded other dorm students in addition to disciplinary action.
5. When warranted, fines may be levied.
6. Major conduct violations will be handled by the appropriate board or official.

WILSON'S



SINCE 1908

I. The residence hall is our home away from home. Students have the opportunity to learn to live and work cooperatively in large groups and enjoy a happy, well-rounded life.

The following regulations have been set up as guidelines for residents living on campus so that the greatest good for the entire group may be maintained. Infractions of these rules may result in reprimands, or referral for disciplinary action. The following regulations may be altered or amended at any time.

1. Before any room reservation is made for a new student, a dormitory information sheet must be filled out and a reservation deposit of \$50.00 must be paid. This deposit will be refunded, upon request, if the room is in satisfactory condition at the time the student transfers from Clarke.
2. All dormitory assignments are made by the Dorm Director. Upon arrival, students must obtain a room key from the Dorm Director by paying a key deposit of \$1.00 which will be refunded when the key is returned.
3. Dormitories will open and close as announced in the current college catalogue. Students must not plan to enter the dormitories prior to the official opening and must make plans to be out by the announced closing time.
4. Clarke College does not provide housing for students during the time the dormitories are closed for the holidays. The student is responsible for making arrangements for her housing well in advance of the closing of the dormitory. Occupants may not leave items in their rooms during the summer vacation.
5. The occupants of a room in the residence halls are financially responsible for all property that is part of the room. Residents will be held accountable for any damage or for any change in the room that occurs while she is living there.
6. Room decorations, such as pictures, pennants, and calendars, may be posted in such a manner as to avoid damage to walls, doors, etc.
7. Nothing may be placed, hung, or displayed in a dormitory window.
8. Food kept in dormitory rooms must be kept in containers with tight fitting lids.
9. No cooking is permitted in dormitory rooms. Electrical appliances, with the exception of popcorn poppers and coffee makers, may not be used in the rooms. Small refrigerators are available for rent from campus organizations. Micro-wave ovens are available in each dorm for student use.
10. The Dorm Director must give special permission for overnight guests to remain in the dormitory. Students are responsible for the conduct of their guests and guests are to observe the regular hours of the residence hall and the campus dress code. It is thoughtful and courteous for students to introduce their guests to the Dorm Director.

11. All persons, other than regularly assigned students, members of the student's immediate family, and guests of the college will be charged a room fee of \$5.00 per night for use of a dormitory room. Persons availing themselves of this service will provide their own linens.
 12. Special permission is required from the Dorm Director in the following cases: (1) an overnight visit off campus during the week; (2) leaving the dormitory before it opens in the mornings or after it closes at night, (3) returning to the dorm after curfew. Late permission may be granted by the Dorm Director for those events which merit special consideration.
 13. Any woman coming in after the stated curfew will be subject to disciplinary action. Each resident is allowed a 15-minute grace period per semester. The late minutes are posted in the dorm office.

Women's Residence Hall Curfew:

Sunday-Thursday 11:00 p.m.
Tuesday night 12:00 p.m. (IF OFF CAMPUS)
Friday-Saturday 1:00 a.m.

14. Women students must turn out cards when leaving the campus and must turn in cards upon returning to the dorm. It is the responsibility of the student to notify the Dorm Director of any travel emergency or of any problem which will cause delay in returning to the campus.
 15. The dorm will be closed to visitors at 11:00 on Sunday-Thursday nights and at 1:00 A.M. on Friday-Saturday.

16. Men may visit in the women's residence hall during the posted hours:

- Monday-Thursday 3:00 P.M. - 11:00 P.M.

Women residents are responsible for helping men visitors to remember the dorm hours.

17. The foyer of the dorm is a part of the dorm and is not to be used as a gathering place during non-dorm hours. The campus student center is available during those times.

18. Men will be in the dormitories to fill machines and to make repairs from 9:00 a.m. until 5:00 p.m. each day. Residents must be dressed when out of the rooms during these hours.

19. Students should come into the lobby of the residence hall wearing acceptable attire during the hours when these areas are open to visitors.

20. Students should refrain from lounging on the couches and the floor during the hours the dorm is open to visitors.

21. Men are not to visit in any women's rooms. Permission must be secured from the Dorm Director if it is necessary for a man to enter the halls.

22. Reasonable quiet that is conducive to study and to sleep must be observed. Televisions, radios, stereos, or other musical instruments may be played so long as they do not disturb others. They must be played softly and may not be placed in or near a window or door. The enforced quiet hours will be in effect from 10:00 P.M. until 9:00 A.M.
23. Running, wrestling, scuffling, and similar activities are not permitted in the dormitories.
24. Water is to be used only for the essentials of life and cleanliness.
25. Residents must not tamper with fire alarms and fire protection equipment. To do so will result in serious disciplinary measures.
26. The use of fireworks or any smoking or exploding device is a serious offense and will be dealt with severely.
27. Pets and other animals are not permitted.
28. The student is responsible for taking every precaution possible to insure the safety of her property. Doors should be locked when occupants are out of the rooms. The college assumes no responsibility for items that are lost or stolen.
29. Students should not leave money or other valuables unguarded and should never keep large amounts of money in the room.
30. Clarke College students are expected to maintain a high standard of conduct at all times. Dating behavior should be exemplary. Reminders of appropriate lobby conduct are appropriate to all areas of the campus.
31. Women residents should be courteous in the use of the telephone. Limit calls to 15 minutes. Make and receive calls only on the phone on your floor. No calls after 12:00 p.m.
32. Always let your R.A. and Dorm Director know when you are sick -- in the dorm or out of the dorm. If you are unable to leave your room because of illness, the Dorm Director will order you a sick tray.
33. The college nurse has her office in the science building; the hours that she is on duty are posted. Students MUST report to her when it is necessary to miss classes or chapel-assembly due to illness.
34. Clarke College reserves the right of its authorized personnel to enter any room for the purpose of inspection and/or maintenance.
35. Any student who does not report to the Dorm Director before moving out of the dormitory will forfeit her room deposit.
36. The Dorm Director will hold scheduled dormitory meetings which all residents are required to attend.

II. Upon registration, each student goes on her personal honor to uphold all the college regulations. Failure to abide by these regulations may result in disciplinary action taken against that student.

The Resident Council consists of the four RA's and one student from each hall, to be chosen by the students of each hall. This council has the authority to issue penalties for violations of rules and regulations within the dormitory. The Dorm Director will serve as an advisor to this council.

A reprimand is given to a student for an infraction of a minor rule or regulation in the dormitory. Any person who receives 3 reprimands will appear before the Dorm Council.

Examples of dormitory infractions:

1. Failure to sign out or in as designated by regulations.
2. Violation of special permission policies.
3. Allowing students in the dorm before or after designated hours.
4. Unnecessary noise at any time (including stereo, radio, TV, etc.)
5. Engaging in water fights or abuse of one's room with water.
6. ANY INFRACTION OF REGULATIONS FOR WHICH A PENALTY IS NOT STATED WILL BE DEALT WITH BY THE RESIDENT COUNCIL, DORM DIRECTOR, OR THE DEAN.

III. Students are expected to know emergency procedures. Pay close attention to the Dorm Director and the RA's. It is suggested that each student have a flashlight (not candles) to use in the case of power failure.

For fire drill or fire purposes, students should follow this procedure:

Hall 3 exit through the front door.

Hall 4 exit through the English Street door. (side door)

Hall 5 exit through the side cafeteria door.

Hall 6 exit through the tennis court door.

All students come immediately to the front of the dorm; meet in a group with each hall's R.A.

During bad weather alerts, all students should come to the basement of the resident hall.

On a personal note-----Please come to my side door when you need me. (ring the door bell..in my old age I am getting deaf and cannot hear you knock).

Please do not ring the bell after 12:00 P.M. unless it is an emergency.

SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
					Schedules can be changed	
3	4 Labor Day Holiday (No day classes) Night classes will be held.	5 M.A. Meeting 4:00 p.m.	6 Chapel SBA Elections	7 Intramural Flag Football	8 BSU Missionfest FBC Jackson	9 BSU Missionfest FBC Jackson
10	11 BSU Council BSU Night	12 SBA Council Intramural Flag Football	13 Chapel	14 Intramural Flag Football	15 Last day for enrolling or adding classes	16
17	18 BSU Council BSU Night	19 SBA Council Intramural Flag Football Talent Show 8:00 p.m.	20 Chapel	21 Baseball Game 3:00 p.m.-Home Clarke/East Cen.	22 BSU Fall Retreat Central Hills	23 BSU Fall Retreat Central Hills
24	25 BSU Council BSU Night M.A. Revival Baseball Game Away Clarke/Meridian	26 SBA Council M.A. Revival	27 Chapel	28 Baseball Game Away Clarke/Delta St. M.A. Revival	29 State BSU Convention	30 State BSU Convention Baseball Game Away Clarke/MC

OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 State BSU Convention	2 BSU Council BSU Night	3 SBA Council M.A. Meeting Baseball Game Home Clarke/Meridian	4 Chapel	5 Fall Festival	6	7
8	9 BSU Council BSU Night Baseball Game Away - 2:00 p.m. Clarke/East Cen.	10 SBA Council Baseball Game Away Clarke/East Mississippi	11 Chapel	12 New Faculty Reception	13 Baseball Game Home Clarke/Marian Institute	14
15	16 BSU Council BSU Night	17 SBA Council Baseball Game Home Clarke/East Mississippi	18 Chapel	19 Freshman mid-semester grades due Concert-- Featuring On- Campus Talent	20	21 Baseball Game Away Clarke/Marion Institute
22	23 BSU Council BSU Night M.A. Revival	24 SBA Council M.A. Revival	25 Chapel	26 M.A. Revival	27 Last day to drop courses	28
29	30 BSU Council BSU Night	31 SBA Council				

NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4 HOMECOMING
5	6 BSU Council BSU Night	7 Missions Emphasis SBA Council M.A. Meeting English Prof. Exam Basketball Game Home (M & W) Clarke/Jones	8 Missions Emphasis Chapel	9 Missions Emphasis Basketball Game (M & W) Clarke/CoLin	10	11 Basketball Game Away (Men) Clarke/Brewer
12	13 BSU Night Mississippi Baptist Conv.	14 SBA Council Basketball Game (Home) (Women) Clarke/Pearl R. Mississippi Baptist Conv.	15 Chapel	16 Mississippi Baptist Conv.	17	18 Basketball Game Home (M & W) Clarke/Natchez
19	20 BSU Council BSU Night Basketball Tournament (Jones)	21 SBA Council Basketball Tournament (Jones)	22 Thanksgiving Holiday	23 Thanksgiving Holiday	24 Thanksgiving Holiday	25
26	27 BSU Council	28 SBA Council Basketball Game Home (M & W) Clarke/Patrick Henry	29 Chapel	30 Basketball Game Home (M & W) Clarke/East Mississippi		

DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Basketball Game Away (M & W) Clarke/Holmes
3	4 BSU Council BSU Night	5 SBA Council M.A. Meeting Basketball Game Home (Men) Clarke/Brewer St	6 Chapel	7 Basketball Tournament Bossier Parish (Men only)	8 Basketball Tournament Bossier Parish (Men only)	9
10	11 BSU Council BSU Night	12 SBA Council	13 DEAD DAY Chapel Lottie Moon Star BSU Exam Break	14 EXAMS BEGIN SBA Exam Break	15 EXAMS CONTINUE	16
17	18 EXAMS CONCLUDE	19 Grades Due at 12:00 noon	20	21	22	23
24 31	25 CHRISTMAS DAY	26	27	28	29	30

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	NEW YEAR'S DAY					
7	8	9	10	11	12	13
14	15 Academic Advising Dorms Open at 2:00 p.m. BSU Council BSU Night	16 Registration 8:30 a.m. BSU Council BSU Night	17 Chapel Classes Begin	18 Basketball Game (M & W) Clarke/Meridian	19 Schedules can be changed	20 Basketball Game Away (M & W) Clarke/Patrick Henry
21	22 Basketball Game Away (M & W) Clarke/East Mississippi BSU Council BSU Night	23 SBA Council M.A. Meeting	24 Chapel	25 Basketball Game Away (M & W) Clarke/Southwest	26	27 Basketball Game Away (M & W) Clarke/Southwest
28	29 BSU Council BSU Night	30 SBA Council Intramural Basketball Basketball Game Away (Women) Clarke/Pearl R.	31 Chapel Intramural Basketball 8:30 p.m.			

FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Concert Featuring On- Campus Talent	2 Last day to enroll or add classes Basketball Game Away (Men) Clarke/Delgado	3
4	5 BSU Council BSU Night Basketball Game Away (M & W) Clarke/Jones	6 SBA Council M.A. Meeting Intramural Basketball	7 Chapel Intramural Basketball 8:30 p.m.	8 Basketball Game Home (M & W) Clarke/Mary Holmes	9 Basketball Game Home (Men) Clarke/Bossier Parish	10
11	12 BSU Council BSU Night	13 SBA Council Basketball Game Home (Men) Clarke/Delgado	14 Chapel VALENTINE'S DAY	15 Basketball Game (M & W) Clarke/Meridian	16	17 Baseball Game Home Clarke/Marion Institute
18	19 BSU Council BSU Night Baseball Game Home Clarke/Grove City	20 Spiritual Emphasis Week(11 a.m.) Basketball Game Away (M & W) Clarke/Mary Hol.	21 Spiritual Emphasis Week(11 a.m.) Baseball Game Away Clarke/Meridian	22 Spiritual Emphasis Week(11 a.m.)	23	24 Baseball Game Clarke/Jones
25	26 BSU Council BSU Night Baseball Game Away Clarke/Brewer St	27 SBA Council	28 Chapel Baseball Game Away Clarke/ECCC			

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Intramural Basketball	2 Beauty Pageant	3 Baseball Game (Home) Clarke/East Mississippi
4	5 BSU Council BSU Night	6 SBA Council M.A. Meeting Intramural Basketball Championship	7 Chapel Baseball Game (Away) Clarke/Holmes	8 Baseball Game (Home) Clarke/Brewer St	9 Baseball Game (Away) Clarke/Marion Institute	10
11	12 SPRING BREAK	13 SPRING BREAK	14 SPRING BREAK	15 SPRING BREAK	16 SPRING BREAK	17 SPRING BREAK
18	19 Classes resume BSU Council BSU Night Baseball Game (Away) Clarke/Southwest	20 SBA Council Intramural Tennis Tourney	21 Chapel Baseball Game Clarke/Jones	22 Intramural Tennis Tourney	23	24 Baseball Game (Home) Clarke/North- east
25	26 BSU Council BSU Night Baseball Game (Home) Clarke/Southwest	27 SBA Council M.A. Revival Baseball Game (Away) Clarke/CoLin	28 Chapel I Love America Day Intramural Tennis	29 M.A. Revival Baseball Game (Home) Clarke/Holmes	30 BSU Leadership Training Conf.	31 BSU Leadership Training Conf.

APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 BSU Leadership Training Conf.	2 BSU Council BSU Night	3 SBA Council M.A. Meeting	4 Chapel	5 Intramural Volleyball	6	7 Baseball Game (Away) Clarke/Mary Holmes
8	9 BSU Council BSU Night Baseball Game (Away) Clarke/Northeast	10 SBA Council Baseball Game (Away) Clarke/Meridian	11 Chapel	12 Intramural Volleyball	13 Easter Sunrise Service	14 Baseball Game (Home) Clarke/Mary Holmes
15 EASTER	16 Easter Holiday No day classes. Night classes <u>will meet</u>	17 SBA Council Intramural Volleyball	18 Chapel Baseball Game (Away) Clarke/East Mississippi	19 Intramural Volleyball Championship	20	21 Baseball Game (Away) Clarke/Delgado
22	23 BSU Council BSU Night M.A. Revival	24 SBA Council Baseball Game (Home) Clarke/Meridian M.A. Revival	25 Chapel	26 M.A. Revival	27 Baseball Game (Home) Clarke/Delgado	28
29	30 BSU Council BSU Night SBA Council					

MAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Spring Fling Roosevelt State Park	2 Chapel	3 Athletic Banquet	4	5
6	7 BSU Council BSU Night	8 SBA Council M.A. Meeting	9 Chapel Award's Day	10 DEAD DAY Exam Break(BSU)	11	12
13 MOTHER'S DAY Exam Break(SBA)	14 Final exams	15 Final Exams Clarke Graduation 2:00 p.m.	16	17	18	19 M.C. Graduation 2:00 p.m.
20	21	22	23	24	25	26
27	28	29	30	31		